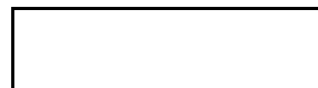


15 May 1962

MEMORANDUM FOR: Executive Director

FROM: Deputy Director of Central Intelligence

This is just a reminder that I would like Colonel Grogan or some other appropriate officer to start building up a chronological list of birthdays, celebrations, major events, etc., for which it might be appropriate for the Director to drop a short note of congratulations to whomever the principal might be. I would rather err on the overabundant side than to miss somebody, such as we appear to have done with J. Edgar Hoover the other day. Let the Director determine in each instance what action he wishes to take by submitting a letter for his signature. While I am thinking primarily of birthdays such as the President's, McNamara's, Lemnitzer's, Rusk's, etc., there may well be other occasions that should be recognized.



25X1

MSC

MSC:blp

Distribution:

- Original & 1-Addressee
- 1 - O/DCI (Mr. Elder)
- 1 - DDCI
- 1 - ER

EXECUTIVE REGISTRY FILE DDCI

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director	16 May	LBK
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

I did not make a carbon copy of the attached for Colonel Grogan because of the added phrase, "or some other appropriate officer." In lieu thereof, I made an original and one for your office, one of which could be forwarded to the appropriate action component.

1-2. How are you coming?  
LBK

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/DDCI	15 May

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